



Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

June 12, 2001

Registration and Title Bulletin #065-01

To: All County Tax Assessor-Collectors

Subject: RTS Version 4.2.0 Release Notes

PURPOSE

Attached are Release Notes of enhancements included in the Registration and Title System (RTS) Version 4.2.0 application. Statewide distribution is scheduled to begin June 20, 2001.

DETAILS

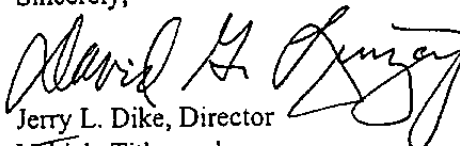
RTS Version 4.2.0 contains the following enhancements to the software application:

- ♦ Funds Remittance: A telephone call to initiate Electronic Funds Transfer (EFT) is no longer necessary. County Funds Remittance transactions are automatically remitted to the Comptroller. In addition, Funds Remittance/Acknowledgements transactions are voidable transactions.
- ♦ Designate new expiration month: A vehicle owner may designate a new registration expiration month under certain conditions.
- ♦ Multi-Year Registration: RTS will allow Multi-Year Registration (24-36 months) for certain motor vehicle classifications that meet the required criteria.
- ♦ Rebate: The Sales Tax Screen has been modified to include a "Rebate" field, accommodating a maximum rebate of \$99,999.99. The rebate total appears on the Title Application Receipt.
- ♦ Inventory Inquiry: Multiple inventory items may be deleted within the same session. A new Inventory Inquiry Exceptions Report is available upon request, listing Item Code Descriptions where no inventory exists.
- ♦ Soft Stops: Title Application Awaiting Release and Title Application Awaiting DPS OK records no longer require an Authorization Code. These transactions require a Supervisor Override Code and are identified as "Soft Stops" marked with an "S" in the Remarks box.
- ♦ Renewal Notice Request: When a renewal notice is requested using the Address Change/Print Renewal event, validation is immediate. A Rejection Reason is displayed, if applicable.
- ♦ Inquiry Key Selection Screen: When accessing a vehicle record by any of the four Inquiry Key Selections (Plate No., VIN, etc.) and "No Record is Found", the Confirm Action Screen [CTL001] no longer resets the selection entry. Note: This applies to Registration events only. Does not include Vehicle Inquiry. Prior to Version 4.2.0, the system returned immediately to the Main Menu.
- ♦ Quick Counter Report: A Quick Counter Report listing all Quick Counter transactions for a workstation(s) is now available.

VTR CONTACT

If you have any questions, please contact your local Vehicle Titles and Registration Division Regional Office or the VTR Customer Help Desk at 1-877-933-2020 for further assistance. Thank you.

Sincerely,



Jerry L. Dike, Director

Vehicle Titles and
Registration Division

cc: VTR Administration



An Introduction to RTS Version 4.2.0
June 2001

Texas Department of Transportation

Registration and Title System

An Introduction to Version 4.2.0

June 2001

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AN INTRODUCTION TO RTS VERSION 4.2.0

June 2001

I. Main Menu Changes

A. Miscellaneous:

ServerPlus has been moved on the Main Menu under Local Options. There is no change in procedure. *Refer to Administrative Functions for further details – page 2*

B. Reports:

A **Quick Counter Report** is now available and can now be accessed under Reports on the Main Menu. *Refer to Quick Counter Report – pages 22, 23 & 24*

C. Funds:

VTR Funds Acknowledgment and VTR Funds Adjustment will no longer be visible to the county user.

D. Local Options:

ServerPlus has been moved from under Miscellaneous on the Main Menu. It has been combined with the Connection Status Report, Publishing Update and the Publishing Report to form Administrative Functions found under Local Options. *Refer to Administrative Functions – pages 2, 3 & 4*

Payment Account Updates has been added to Local Option. *Refer to Payment Account Updates – pages 18 to 23*

II. Screen Changes

A. Administrative Functions [Local Options]

The following events were combined to form Administrative Functions. *Refer to Figure 1*

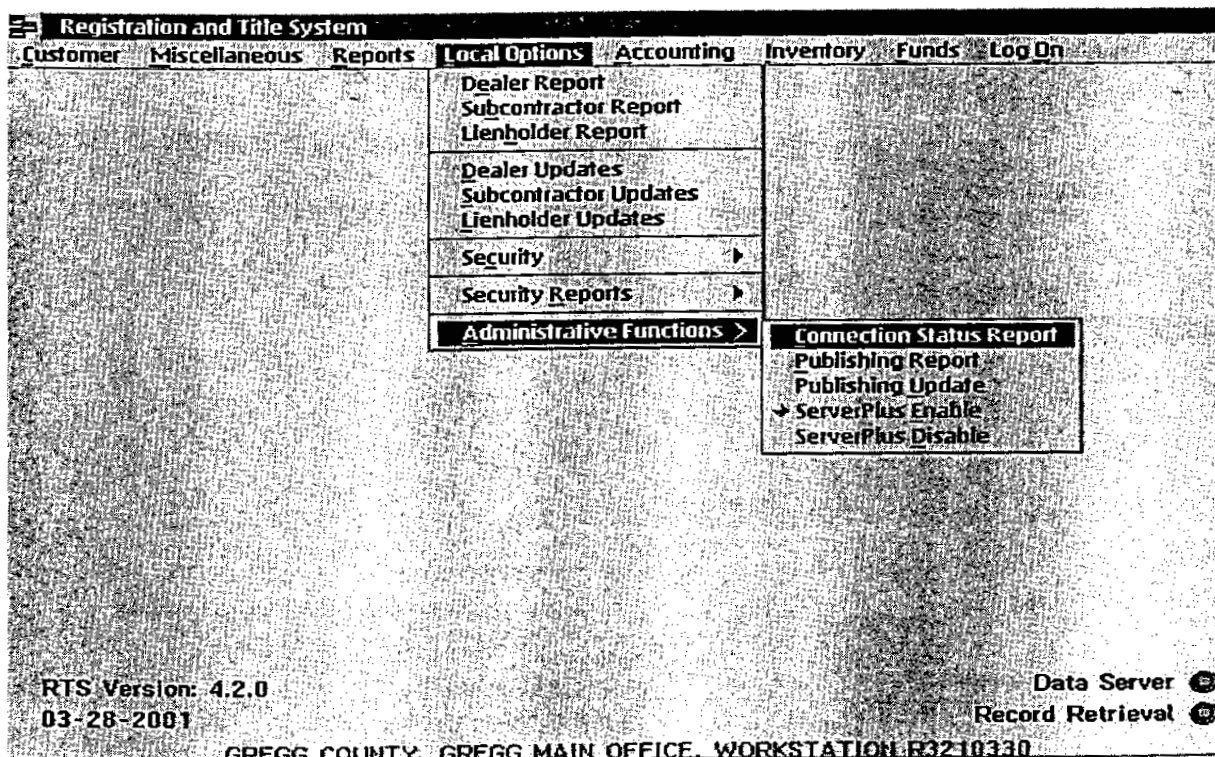


Figure 1 – Administrative Functions -New Main Menu Item

- **New - Connection Status Report [RTS.POS.4031]** – This report will display the connection status between the main office and substation(s). It will be most helpful in determining connection status between the main office and substation(s), when it is necessary to re-run the County Wide Report. Status of each substation will be identified as either "Successful" or "Unsuccessful." Refer to Figure 2

RTS: POS. 4031

BREGG CONNECTION STATUS REPORT
GREGG COUNTY
GREGG MAIN OFFICE

WORKSTATION TYPE: WORKSTATION
WORKSTATION ID: 330
REQUESTED BY: USERID1

ID	SUBSTATION NAME	DBNICKNAME	CONNECTION STATUS
1	SUBSTATION #1	RTS330	Successful

... END OF REPORT ...

Print Enter Cancel Help Prev Page Next Page

Figure 2 – Connection Status Report [RTS.POS.4031]

1. Select Local Options and Administrative Functions to highlight and select the Connection Status Report [RTS.POS.4031]. Refer to Figures 1 & 2
 2. The report is available to view and print.
- **New - Publishing Update** – This event allows the main office to assign update authority to substation(s) for the Lienholder, Subcontractor, Dealer and Security Tables. It presents the Publishing Substation Update Authority Screen [PUB002] including ID, Substation Name, Table Name, and Update Access. Existing information is displayed and revisions can be performed, as needed. RTS Security status will always be "YES" and all changes will be effective after the system is restarted the next day. Refer to Figures 3 & 4

RTS: Publishing Update

Publishing Substation Update Authority PUB002

Id	Substation Name	Table Name	Update Access
1	GREGGTON SUBSTATION	RTS_LIENHOLDERS	NO
1	GREGGTON SUBSTATION	RTS_SECURITY	YES
2	GLADEWATER SUBSTATION	RTS_LIENHOLDERS	NO
2	GLADEWATER SUBSTATION	RTS_SECURITY	YES
3	KILGORE SUBSTATION	RTS_LIENHOLDERS	NO
3	KILGORE SUBSTATION	RTS_SECURITY	YES

Revise Cancel Help

Figure 3 – Publishing Substation Update Authority [PUB002]

RTS: Publishing Update

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

Publishing Substation Update Authority PUB002

ID	Substation Name	Table Name	Update Access
1	GREGGTON SUBSTATION	RTS_LIENHOLDERS	YES
1	GREGGTON SUBSTATION	RTS_SECURITY	YES
2	GLADEWATER SUBSTATION	RTS_LIENHOLDERS	NO
2	GLADEWATER SUBSTATION	RTS_SECURITY	YES
3	KILGORE SUBSTATION	RTS_LIENHOLDERS	NO
3	KILGORE SUBSTATION	RTS_SECURITY	YES

Updated 11:11AM

Revise Cancel Help

ORIGG COUNTY, GREGG COUNTY MAIN OFFICE, DATA SERVER G32C0630

Figure 4 – Publishing Substation Update Authority [PUB002] – After Update

B. Inventory Inquiry Report [Inventory]

The Inventory Inquiry Report [RTS.POS.3031] has been modified to display only items that are in inventory at the county. In addition, when accessing inquiry using **Item Type(s)** and **Year** or **Central**, where no items are found, the Exception Report will be displayed, when selected on the Inventory Inquiry Item Type(s) Screen [INV022]. Refer to Figures 5, 6, & 7 Also, the user will now be able to inquire on selected inventory items for Employee, Workstation, Dealer and Subcontractor. Specific headers will no longer appear for each account item code. Refer to Figure 8

Inventory Inquiry Item type(s) INV022

Selection Criteria:

Inventory Inquiry Selection By: ITEM TYPE(S) & YEAR

Inventory Inquiry Type: CURRENT BALANCE

Inventory Inquiry History Dates:

Office Location: MAIN OFFICE

Substation Location:

☒ Select All Item(s) ☒ Exception Report

Select One Or More:

144PT	144-HOUR PERMIT	
30MCPT	30 DAY MOTORCYCLE PERMIT	
30PT	30 DAY PERMIT	
72PT	72-HOUR PERMIT	
ANIMALER	ANIMAL FRIENDLY PLT	
ANTHC	ANTIQUE MOTORCYCLE PLT	1993
ANTMC	ANTIQUE MOTORCYCLE PLT	2003
AP	ANTIQUE PLT	1993
AP	ANTIQUE PLT	2003

Enter Cancel Help

Figure 5 – Inventory Inquiry Item Type(s) [INV022]

RTS: Inventory Inquiry

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

RTS.POS.3031 INVENTORY INQUIRY REPORT
GREGG COUNTY
MAIN OFFICE

WORKSTATION TYPE: WORKSTATION
WORKSTATION ID: 330
REQUESTED BY: USERID1
INQUIRY BY: ITEM TYPE(S) & YEAR

CURRENT BALANCE

ITEM CODE	ITEM DESCRIPTION	ITEM YEAR	BEGIN NUMBER	END NUMBER	ON HAND QUANTITY	STATUS	CODE	ID
PSP	PASSENGER PLT		ZZZ010	ZZZ010	1		W	330
PSP	PASSENGER PLT		ZZZ020	ZZZ020	1,930		W	330
TOTAL QUANTITY					1,931			
TRP	TRUCK PLT		BB9001	BB9999	9,999		W	330
TOTAL QUANTITY					9,999			
TLP	TALA PLT		A100	A999	900		W	330

Print Enter Cancel Help Prev Page Next Page

Figure 6 – Inventory Inquiry Report – Current Balance [RTS.POS.3031]

Note: The Exceptions Report will appear at the end of the Inventory Inquiry Report following the Current Balance portion.

RTS: Inventory Inquiry

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

RTS.POS.3031 INVENTORY INQUIRY REPORT
GREGG COUNTY
MAIN OFFICE

WORKSTATION TYPE: WORKSTATION
WORKSTATION ID: 330
REQUESTED BY: USERID1
INQUIRY BY: ITEM TYPE(S) & YEAR

EXCEPTION REPORT

*** NO RECORDS WERE FOUND FOR THE FOLLOWING ITEM TYPE(S) ***

CURRENT BALANCE

ITEM CODE	ITEM DESCRIPTION	ITEM YEAR
144PT	144-HOUR PERMIT	
30MCPT	30 DAY MOTORCYCLE PERMIT	
30PT	30 DAY PERMIT	
72PT	72-HOUR PERMIT	
ANIMALFR	ANIMAL FRIENDLY PLT	
ANTMC	ANTIQUE MOTORCYCLE PLT	1998
ANTMC	ANTIQUE MOTORCYCLE PLT	2003
AP	ANTIQUE PLT	1998

Print Enter Cancel Help Prev Page Next Page

Figure 7 – Inventory Inquiry Report – Exceptions Report [RTS.POS.3031]

Note: The Inventory Inquiry Selection Screen [INV027] has been added to give the user the ability to view inventory assignment for one or more selections, when Inventory Inquiry is accessed by **Employee, Workstation, Dealer, or Subcontractor**. Highlight single or multiple choices to view Current Balance or History of those selected. *Refer to Figure 8*

Figure 8 – Inventory Inquiry Selection [INV027]

C. Delete [Inventory]

Multiple inventory items can now be deleted within the same session. The system will return to the Inventory-Deletion Summary Screen [INV026] following each deletion, displaying the corresponding deletion reason description. (*Refer to Figure 9*) The Inventory Deleted Report [RTS.POS.3001] will reflect all inventory items deleted during the session and will be displayed for viewing and printing. *Refer to Figure 9 and 10*

Item Code - Description	Year	Quantity	Begin No	End No
>>>> Reason Description				
WS - WINDSHIELD STICKER	1999	50	1WZ	50WZ
>>>> 1999-WINDSHIELD STICKERS - EXPIRED				
WS - WINDSHIELD STICKER	2000	100	1WA	100WA
>>>> 2000 WINDSHIELD STICKERS - EXPIRED				
WS - WINDSHIELD STICKER	2001	1	5WB	5WB
>>>> DAMAGED WINDSHIELD STICKER				

Figure 9 – Inventory – Deletion Summary [INV026]

RTS: Inventory Delete

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

RTS.POS.3001

INVENTORY DELETED REPORT
GREGG COUNTY
GREGG MAIN OFFICE

WORKSTATION TYPE: WORKSTATION
WORKSTATION ID: 338
REQUESTED BY: USERID1

ITEM CODE	ITEM DESCRIPTION	ITEM YEAR	QUANTITY	BEGIN NO	END DELETE NO REASON CODE	TRANSACTION ID
WS	WINDSHIELD STICKER	1999	50	1WZ	50WZ POS DELETION ONLY-NO MF UPDATE	09233037005155435
REASON DESCRIPTION: 1999-WINDSHIELD STICKERS - EXPIRED						
WS	WINDSHIELD STICKER	2000	100	1WA	100WA POS DELETION ONLY-NO MF UPDATE	09233037005155534
REASON DESCRIPTION: 2000 WINDSHIELD STICKERS - EXPIRED						
WS	WINDSHIELD STICKER	2001	1	5W8	5W8 POS DELETION ONLY-NO MF UPDATE	09233037005155642
REASON DESCRIPTION: DAMAGED WINDSHIELD STICKER						

Print Enter Cancel Help Prev Page Next Page

Figure 10 – Inventory Delete Report [RTS.POS.3001]

D. Receive Invoice [Inventory]

When receiving a "Dummy" invoice, the Modify and Delete pushbuttons will be disabled at initial entry into Modify Invoice Screen [INV002]. Refer to Figure 11

Inventory - Modify Invoice INV002

Invoice No: Z09200 Order Date: 06/26/1996 ☐ View Inventory Received Report

Destination: GREGG MAIN OFFICE Receive Into: Central

Item Code	Description	Year	Quantity	Begin No	End No

Selected item detailed status:

Report Text: "Dummy" invoice, Modify/Delete pushbuttons are disabled.

Modify Add Delete Enter Cancel Help

Figure 11 – Inventory Modify Invoice Screen [INV002]

E. Soft Stops [Hard Stop Revision]

Registration Refund, Title Application Awaiting Release, and Title Application Awaiting DPS OK are no longer Hard Stops requiring a VTR Authorization Code in Registration Only Events. These transactions will now require a Supervisor Override Code. They will be identified as **Soft Stops** and marked with an "S" in the Remarks combo box on Registration Screen [REG003]. The following is a list of Soft Stops and affected events, where the Supervisor Override Screen [CTL004] will appear. Refer to Figures 12, 13 and 14

Soft Stops	Affected Events
Registration Refund	Modify – Registration Correction Duplicate Receipt Exchange Permanent Additional Weight Renewal Replacement Temporary Additional Weight
Title Application Awaiting Release	Modify – Registration Correction Exchange Permanent Additional Weight Renewal Replacement Temporary Additional Weight
Title Application Awaiting DPS OK	Modify – Registration Correction Exchange Permanent Additional Weight Renewal Replacement Temporary Additional Weight

Figure 12 – Soft Stops and Effected Events

Supervisor Override CTL004

Enter supervisor code:

Figure 13 – Supervisor Override Screen [CTL004]

Registration REG003

Registration:

Plate: DIANA Age: 0

Sticker: 10WC

Expires: 3 / 2002

Class: PASSENGER-LESS/EQL 6000

Type: PER ORGAN DONOR PLT

County: 161 MCLENNAN

Vehicle:

1993 CAD1 4D DFW

1G6CD5338L4210897

Body VIN:

Class: PASS

Odometer: 124812 Tons: 0.00

Trlr Type: Length:

Weight:

Empty: 3700

Capacity: 0

Gross: 3700

Owner:

Id:

Document:

Document No: 16125036991133911

Issued:

REGULAR TITLE

RELEASE OF PERSONAL INFO RESTRICTED

S TITLE APPLICATION AWAITING RELEASE

ACTUAL MILEAGE

Select if needed:

Figure 14 – Remarks Combo Box Displaying Soft Stop

F. Cancel Registration [Title/Registration – Status Change]

The County user now has the ability to **invalidate registration** in order to change the registration class and issue registration for Out-of-Scope and No-Fee registered vehicles. (Refer to Figure 15) This can be accomplished using Cancel Registration in the Status Change Event. (Refer to Figure 16)

Note: A user must be assigned Security Access Rights before working in this event.

- Out-of-Scope and No-Fee cannot be processed through the Exchange event; an attempt will produce error message (741) "The Exchange Process Cannot Be Performed."
- Any attempt to change the registration class in the Renewal event will produce error message (742) "Plate Type Is Out Of Scope. Cancel The Registration In Status Change and Renew With "Same Vehicle."

Registration Class Code		
5-Year Apportioned Trlr Plate	Exempt Foreign Organization Plate	Per Pearl Harbor Plate
5-Year Token Trlr Plate	Exempt Motorcycle Plate	Per Purple Heart Plate
Apportioned Truck Plate	Exempt Single Plate	Pearl Harbor Plate
Apportioned Trailer Plate	Forestry Vehicle Plate	Purple Heart Plate
Armed Forces Reserve Plate	Honorary Consul Plate	Prisoner of war Plate
Congressional Medal of Honor Plt	Legion of Valor Plate	Rental Trailer Plate
Disabled Veteran Plate	Log Loader Plate	Texas Guard Plate
Exempt Double Plate	Parade Plate	

Figure 15 – Out-of-Scope and No-Fee Registration Class Code

Status Change Record TTL006

Select choice:

- ☐ Vehicle Junked
- ☐ Title Surrendered
- ☐ Miscellaneous Remarks
- ☐ Stolen/SRS
- ☐ Registration Refund
- ☒ Cancel Registration

Plate No: R86308
Expires: 6 / 2001
County No: 98

Cancel Registration REG005

☒ Cancel Registration

Enter Cancel Help

Owner Id:
SPEAR-TEX GRAIN CO

Owner Address:
PO BOX 248
SPEARMAN
TX 79081 - 0248

RELEASE OF PERSONAL INFO RESTRICTED
DIESEL
HEAVY VEHICLE USE TAX VERIFIED

Enter Cancel Help

Figure 16 – Cancel Registration screen [REG005]

Figure 17 – Status Change screen [TTL006]

1. Access the Status Change Event in Title/Registration; entering by a Key Code.
2. Verify that the record displayed is correct.
3. Press Alt + "C" to select Cancel Registration. Refer to Figure 16
4. Press "Enter" to continue.
5. The Cancel Registration Screen [REG005] will appear.
6. Press Alt + "A" to check Cancel Registration. Refer to Figure 17
7. Press "Enter" to continue.

8. At the Pending Transaction(s) Screen "Mark A Registration Invalid" will be displayed.
Refer to Figure 18
9. Go to the Renewal event.
10. Press Alt + "H" to select Same Vehicle
11. Press "Enter" to continue.
12. Select Additional Information on Registration Screen [REG003].
13. Choose Change Registration.
14. Change the Class/Plate/Sticker Type Choice Screen [REG008].
15. Issue new plates and complete the registration transaction issuing **12-months registration**.

Note: If the user failed to void a cancel registration transaction during the appropriate time span, accessing the Cancel Registration Event the following day will reverse the invalidated registration.

Registration and Title System

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

PENDING TRANSACTION(S)

Customer: SPEAR-TEX GRAIN CO

MARK A REGISTRATION INVALID

REGISTRATION RENEWAL RECEIPT

- COMBINATION PLT	770.00
- REFLECTORIZATION FEE	0.30
- CNTY ROAD BRIDGE ADD-ON FEE	10.00
- AUTOMATION FEE (LARGE CNTY)	1.00

Total Amount Due: \$781.30

RTS Version: 4.2.0
04-30-2001

Enter Cancel Set Aside

Data Server Record Retrieval

GREGG COUNTY, GREGG MAIN OFFICE, WORKSTATION R3210330

Figure 18 – Pending Transaction Screen

G. Renewal Notice Request [Registration Only]

When a renewal notice is requested using the **Address Change/Print Renewal Event**, validation is immediate. An error message will display providing an reason for rejection of the request to print a renewal notice. *Refer to Figure 19*

Example: "Renewal Notice Cannot Be Printed. The Registration Has Expired."

Reasons for Rejection	
01. Agency Loaned	11. Renewal Mail Return
02. Bonded Title = Suspended	12. Registration Refund
03. DOT Standard	13. Registration Too Far in Future
04. DPS Safety Suspension	14. Stolen
05. Exempt	15. Title Revoked
06. Expired Registration	16. Title Surrendered
07. Invalid Registration	17. Title Application Awaiting Release
08. Junked Vehicle	18. Title Application Rejected
09. Outstanding Hot Check	19. Title Held Awaiting DPS Ok
10. Plate Type Outside RTS Scope	20. Vehicle Sold

Figure 19 – Renewal Notice Request Rejection Reasons

H. Inquiry Key Selection [All Registration Events]

After entering any of the four Inquiry Keys Selections (Plate No., VIN, Sticker No., or Document No.), the Confirm Action Screen [CTL001] no longer deletes the selection entry. When error message [RTS200057], "No Vehicle Record Was Found" displays, press "Enter" to return to the Inquiry Key Selection Screen [KEY001] retaining the previously entered Inquiry Key Selection information. Refer to Figures 20, 21, & 22

Note: Prior to Version 4.2.0, the system returned immediately to the Main Menu.

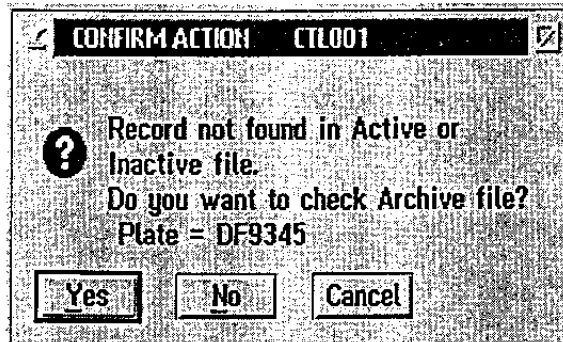


Figure 20 – Confirm Action Screen [CTL001]

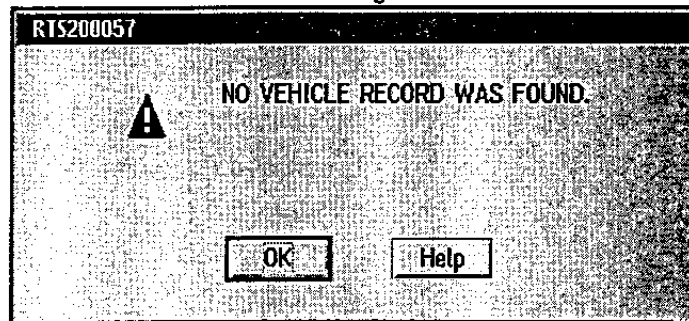


Figure 21 – Error Message [RTS200057]

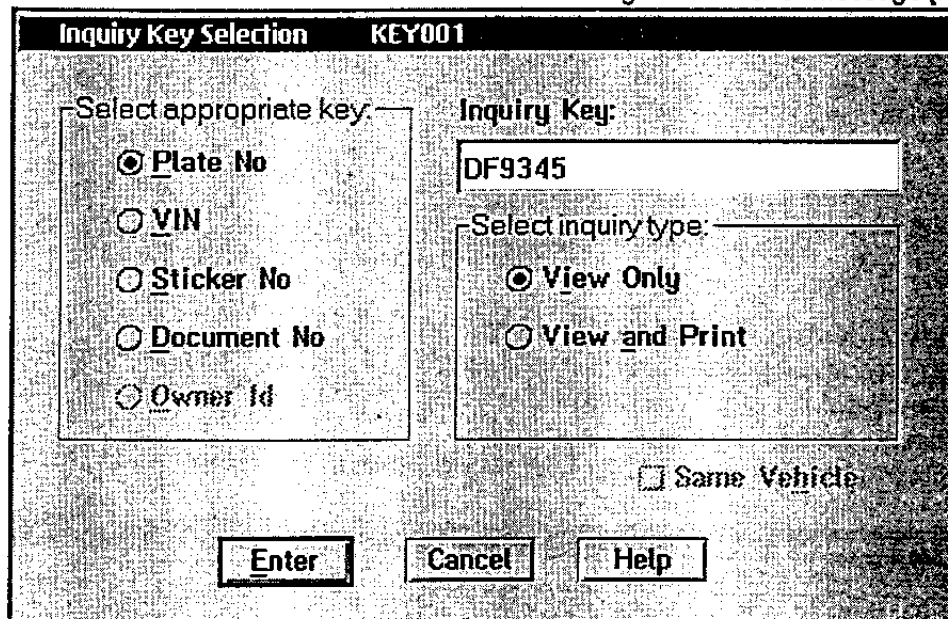


Figure 22 – Inquiry Key Selection [KEY001]

- **Active File** – indicates a vehicle record displaying current registration.
- **Inactive File** – indicates vehicle records that have not been purged but are not registered.
- **Archive File** – indicates records with no activity for a specified period of time (approximately 3 years).

I. Record(s) Found on Cancelled Plate and/or Archive File

The Record(s) Found on Cancelled Plate and/or Archive File screen (CTL005) displays records retrieved from both the Cancelled Plate File and the Archive File. Information available on the screen is the following: *Refer to Figure 23*

- Model
- Year
- Make
- VIN
- Plate Number
- Expiration Month
- Expiration Year
- Owner Name

Actions available for selection are:

- Record Not Applicable
- Use Archive File Record

Record(s) found on Cancelled Plate and/or Archive file CTL005

Key = Plate = 3WMK71

Record found in Cancelled Plate file:

Mod	Yr	Make	VIN	Plt No	ExpMo	ExpYr	Owner Name
			3B7EG13V9T223784	3WMK71	1		** CANCELLED PLATE

Record found in Archive file:

Mod	Yr	Make	VIN	Plt No	ExpMo	ExpYr	Owner Name
	1999	CHEV	1GB16R1D22J101648	3WMK71	3	2001	MALDONADO NURSERY &

Select action for record(s) found:

☒ Record not applicable

☐ Use Archive file record

Enter Cancel Help

Figure 23 – Record(s) Found On Cancelled Plate and/or Archive File [CTL005]

- The “Record Not Applicable” radio button is activated by default.
 1. Press ALT + “E” to continue.
 2. **Error message** (RTS200057) will appear confirming now vehicle record was found.
 3. Press ENTER to return to the Inquiry Key Selection screen (KEY001)
- When the “Use Archive File Record” radio button is selected, process as follows.
 1. Press ALT + “A” to make selection.
 2. Press ENTER to continue.
 3. The archived record will appear on the **Registration** screen (REG003).
 4. Confirm that the record is correct and continue with prescribed transaction.

J. Class/Plate/Sticker Type Choice Screen [Title/Registration]

When selecting PASS, TRK<=1 and TRK>1 as the Vehicle Class, the Class/Plate/Sticker Type Choice Screen [REG008] will default to the most commonly selected Registration Class, Plate Type, and Sticker Type, when the Tab key is pressed. Selections can be altered, as necessary. Refer to Figure 24

Example:

- Vehicle Class = user selects, **PASS**
- Press Tab
- Registration Class = system selects **PASS Less/Eql 6000**
- Press Tab
- Plate Type = system selects **Passenger Plate**
- Press Tab
- Sticker Type = system selects **Windshield Sticker**

The screenshot shows a window titled "Class/Plate/Sticker Type Choice" with a subtitle "REG008". Inside the window, there are four vertically stacked dropdown menus. The first menu is labeled "Vehicle class" and shows "PASS". The second menu is labeled "Registration class" and shows "PASSENGER-LESS/EQL 6000". The third menu is labeled "Plate type" and shows "PASSENGER PLT". The fourth menu is labeled "Sticker type" and shows "WINDSHIELD STICKER". At the bottom of the window, there are three buttons: "Enter", "Cancel", and "Help".

Figure 24 – Class/Plate/Sticker Type Choice [REG008]

K. Rebate Field [Title/Registration]

The Sales Tax screen [TTL012] has been modified to include a Rebate field, accommodating a maximum rebate of \$99,999.99. The rebate total will display on the title application receipt.

1. Enter the Rebate total in the **first** entry field.
2. Enter the **Sale Price less the rebate amount** in the **second** entry field.

Example: Original Sale Price \$10,000.00 minus Rebate \$1,000.00 equals a sale price of \$9,000.00. Refer to Figure 25

The screenshot shows the 'Sales Tax' screen with the title 'TTL012'. It contains several input fields and buttons. At the top, there's a 'Categories' dropdown menu set to 'SALES/USE' and a date field 'Enter date applicable to sales tax category:' with the value '04/01/2001'. Below this is the 'Sales tax info' section with fields for 'Sales Price (less \$ 1000.00 rebate):' showing '9000.00', 'Trade-In:', 'Tax Paid Other State:', and 'Penalty Percent:' set to '0'. To the right is an 'Exempt Reasons' dropdown menu. The 'Trade-in info' section includes 'Year/Make:' with '0' entered, 'VIN:', and an 'Additional Trade-In(s)' checkbox. A 'Enter tax permit number:' field with '0' is also present. At the bottom are 'Enter', 'Cancel', and 'Help' buttons.

Figure 25 – Sales Tax Screen [TTL012]

L. Designate a New Expiration Month [Title and Registration]

- A vehicle owner is now allowed to designate a new registration expiration month under certain conditions. Registration can be purchased for a minimum of 12 months or a maximum of 23 months. Refer to Figures 26 & 27

1. The owner must have a currently registered vehicle.
2. County personnel must change the expiration date to the same month, as a currently registered vehicle owned by the applicant, after verification.
3. The new expiration date chosen must be a minimum of 12 months from the time of registration.
4. The month change must be processed during initial registration or at the time of renewal.
5. The fee will be computed as one-twelfth of the current annual registration fee multiplied by the number of months (minimum 12) in the designated registration period. Local fees (reflectorization, automation, child safety, county road and bridge) will be collected for each 12-month registration period purchased.
6. A windshield validation sticker or registration insignia will be issued displaying validation to the end of the designated expiration month.
7. Extended registration will be available to certain registration class codes.

Refer to Figure 26

- **Valid Registration Class Codes** for designated expiration month at registration renewal. (Maximum 23-months) Refer to Figure 26

Valid Registration Class Code	Description
03	Golf Cart
08	City Bus Less/Eql 6000
13	Disabled Veteran Fee
15	Farm Truck Less/Eql 1 Ton
16	Farm Trailer
19	Machinery
20	Moped
21	Motor Bus
22	Motorcycle
23	Oil Well Permit
25	Passenger Less/Eql 6000
26	Passenger More Than 6000
28	Private Bus Less/Eql 6000
29	Pearl Harbor Fee
30	Purple Heart Fee
33	Token Trailer
34	Tractor
35	Truck Less/Eql 1 Ton
36	Truck More Than 1 Ton
37	Trailer
38	Travel Trailer
40	City Bus More Than 6000
41	Private Bus More Than 6000
43	Farm Truck More Than 1 Ton
46	Tow Truck Less/Eql 1 Ton
47	Tow Truck More Than 1 Ton

Figure 26 – Valid Registration Class Code Chart [Maximum 23 months]

Enter registration expiration month and year REG029

Minimum Exp. Month/Year: 07/2002 Maximum Exp. Month/Year: 06/2003

Minimum fee total: 51.80 Maximum fee total: 88.93

Enter Expiration Month and Year (MM/YYYY): 07/2002

This reflects 12 months of registration.

WINDSHIELD STICKER	\$40.50
REFLECTORIZATION FEE	\$.30
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
AUTOMATION FEE (LARGE CNTY)	\$1.00

Transaction total: \$51.80

Enter Cancel Help

Figure 27 – Enter Registration Expiration Month and Year Screen [REG029]
[Maximum 23-months]

- a) Press the ALT + "A" keys to **Add** a location code.
- b) The **Payment Account Update** screen (OPT005) will appear. *Refer to Figure 34*

Figure 34 – Payment Account Updates – ADD – (OPT005)

- c) The cursor defaults to the **Comptroller's Location Code** field, type in the NEW Comptroller assigned 5-digit location code.
- d) Press the TAB key.
- e) In the **Account Description** field, type an identifying description (i.e., Title, Registration or the user's choice) up to twenty-four characters may be used. This description will identify which bank account is drafted for a payment. (Upper or Lower case print is permissible.)

NOTE: The Account Description will, also, be the identifier used by an EFT County to select a "method of payment" in the Funds Remittance Event.

- f) Press the ALT + "A" keys to Add the Account Description. The screen will return to the **Payment Account Update** screen (OPT004) where the information will appear. *Refer to Figure 35*

Figure 35 – Payment Account Updates – ADD – (OPT004)

g) If another account code is to be entered, press ALT + "A" to Add.

or

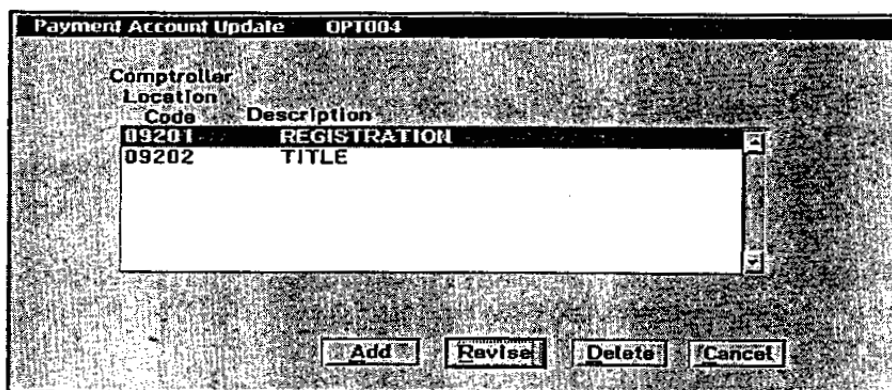
Press "ESC" to return to the Main Menu, the **Confirmation** screen (CTL001) will appear with the message "Exit to the Main Menu," press "Y" for "yes" or "N" for "no."

- ♦ The **Payment Account Update** screen (OPT004) may be accessed at any time to verify information. A "print screen" of this screen will serve as a report, press the Print Screen key on the keyboard. *Refer to Figure 36*

After the Payment Account Update is set up, if the Comptroller Location Code and/or the description need to be Revised or Deleted use the following procedures.

To REVISE Payment Account Updates

4. Go to Local Options and Payment Account Updates to access **Payment Account Update** screen (OPT004). Previously entered Comptroller Location Code and description will appear. The user must update account information using the **REVISE** pushbuttons. *Refer to Figure 36*
 - a) Press the Shift + TAB keys to enter the list box, then use the UP/DOWN ARROW keys to highlight the location code to be Revised.

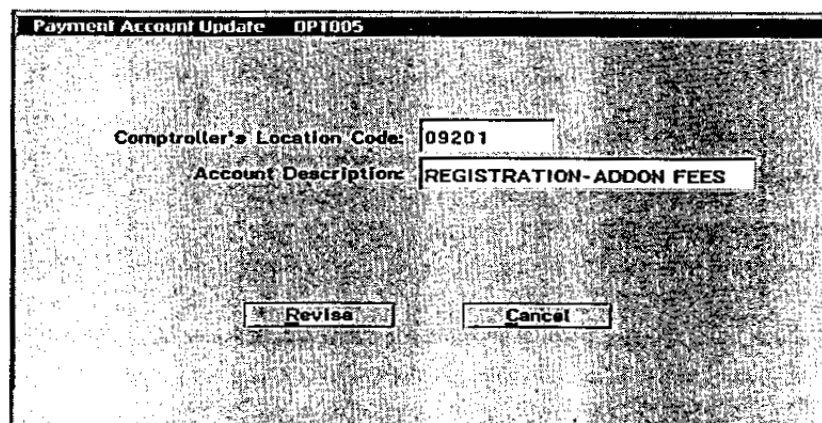


Comptroller Location Code	Description
09201	REGISTRATION
09202	TITLE

Buttons: Add, Revise, Delete, Cancel

Figure 36 – Payment Account Updates – REVISE – (OPT004)

- b) Press the ALT + "R" keys to **Revise** a location code.
- c) The **Payment Account Update** screen (OPT005) will appear. *Refer to Figure 37*



Comptroller's Location Code: 09201

Account Description: REGISTRATION-ADDON FEES

Buttons: Revise, Cancel

Figure 37 – Payment Account Updates – REVISE – (OPT005)

- d) The cursor defaults to the **Comptroller's Location Code** field.
- e) Press the TAB key.
- f) Alter the existing **Account Description** field as necessary, up to twenty-four characters may be used. This description will identify which bank account is drafted for a payment.
- g) Press the ALT + "R" keys to Revise the information. The screen will return to **Payment Account Update (OPT004)** where the information will appear. *Refer to Figure 38*

Comptroller Location Code	Description
09201	REGISTRATION-ADDON FEES
09202	TITLE

Buttons: Add, Revise, Delete, Cancel

Figure 38 – Payment Account Updates – REVISE – (OPT004)

- h) If another account code is to be revised, press ALT + "R."
- or

Press "ESC" to return to the Main Menu, the **Confirmation** screen (CTL001) will appear with the message "Exit to the Main Menu," press "Y" for "yes" or "N" for "no."

To DELETE Payment Account Updates

5. Go to Local Options and Payment Account Updates to access **Payment Account Update** screen (OPT004). Previously entered Comptroller Location Code and Description will appear. The user must update account information using the **DELETE** pushbutton. *Refer to Figure 39*
 - a) Press the Shift + TAB keys to enter the list box, then use the UP/DOWN ARROW keys to highlight the Location Code Description to be Deleted.

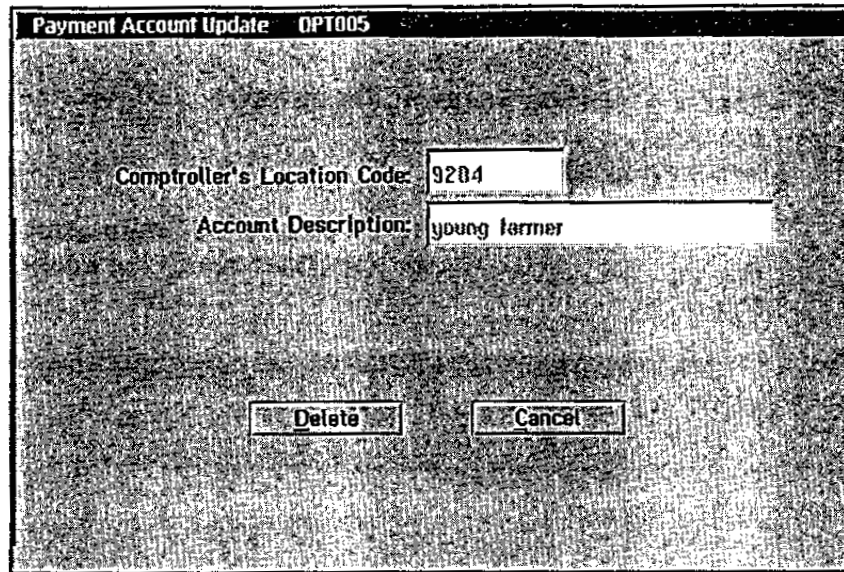
Comptroller Location Code	Description
9201	registration-add on fees
9202	title
9204	young farmer

Buttons: Add, Revise, Delete, Cancel

Figure 39 – Payment Account Updates – DELETE – (OPT004)

- b) Press the ALT + "D" keys to Delete a location code.

- c) The **Payment Account Update** screen (OPT005) will appear. *Refer to Figure 40*



Payment Account Update OPT005

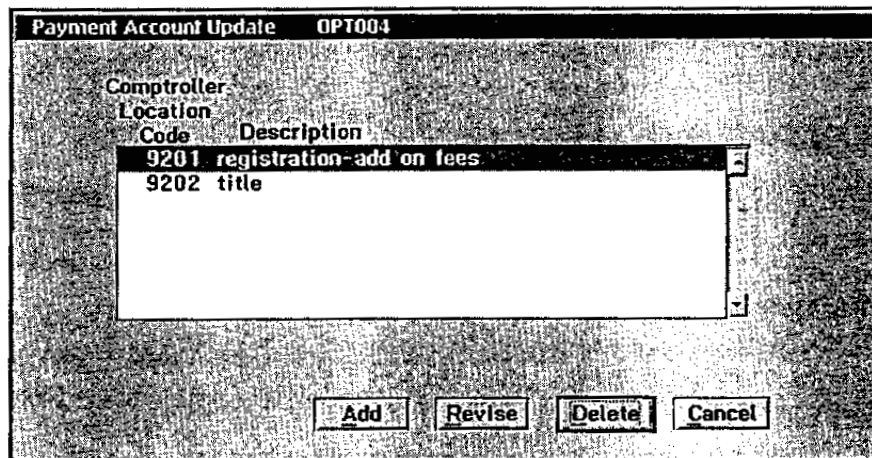
Comptroller's Location Code: 9204

Account Description: young farmer

Delete Cancel

Figure 40 – Payment Account Updates – DELETE – (OPT005)

- d) The **Comptroller's Account Code** and the **Account Description** fields will be disabled.
- e) Press the ALT + "D" keys and the application will return to the **Payment Account Update** (OPT004) where the deleted information will no longer appear. *Refer to Figure 41*



Payment Account Update OPT004

Comptroller's Location

Code	Description
9201	registration-add on fees
9202	title

Add Revise Delete Cancel

Figure 41 – Payment Account Updates – DELETE – (OPT004)

- i) If another account code is to be deleted, press ALT + "D."

or

Press "ESC" to return to the Main Menu, the **Confirmation** screen (CTL001) will appear with the message "Exit to the Main Menu," press "Y" for "yes" or "N" for "no."

Q. County Funds Remittance [Accounting]

- A telephone call initiating Electronic Funds Transfer (EFT) to transfer money is no longer necessary. After completing the County Funds Remittance Event, the EFT request is automatically remitted to the Comptroller of Public Accounts for submission to a funds clearinghouse. Transactions may be voided until 6:00 p.m. on the day the remittance is submitted. Due to "real-time" updates, results of EFT entries and voids can be seen immediately. A unique trace number is assigned to each remittance transaction, appearing at the top left corner of the Funds Remittance Verification Report [RTS. POS.2311]. *Refer to Figure 47*
- All unpaid reports appear on the Funds Due Summary Screen [ACC017], allowing the user to make a selection. It is not necessary to input a Funds Report Date. The report or line item being paid is immediately deleted from the Funds Due Summary Screen, leaving only the remaining outstanding reports. More than one report can be paid with a single EFT request and credit on one report can easily be applied to another report in a single remittance transaction.
- Future reports will appear on the Funds Due Summary Screen due to immediate online updates to the system.

Note: Registration Report items will begin to appear on the Funds Due Summary Screen [ACC017] on a continuous basis throughout the week prior to receiving the actual reports. Do not pay these partial fees before the Funds Remittance Report arrives.

1. Select County Funds Remittance under Accounting on the Main Menu.
2. The Funds Due Summary Screen [ACC017] will appear, displaying all outstanding reports, until paid.

Note: Initially, the Remit Funds pushbutton is disabled. *Refer to Figure 42*

3. Highlight the report to be remitted.

Due Date	Funds Report Date	Reporting Date	Total Amount Due	Remittance Amount
04/17/2001	04/14/2001	04/14/2001	8.35	0.00
04/19/2001	04/17/2001	04/17/2001	320.00	0.00
04/23/2001	04/19/2001	04/19/2001	152.00	0.00
04/24/2001	04/08/2000	04/21/2001	3.20	0.00
04/24/2001	03/31/2001	04/21/2001	4.80	0.00
04/24/2001	04/14/2001	04/21/2001	6.40	0.00
04/24/2001	04/21/2001	04/21/2001	0.00	0.00
Totals:			494.75	0.00

Enter Cancel Remit Funds

Figure 42 – Funds Due Summary [ACC017]

4. Press Alt + E to continue.
5. When the Funds Remittance/Acknowledgement Screen [ACC018] appears, the user may choose to "Pay in Full" or "Partial Payment" by selecting a Line Item. Refer to Figure 43

Funds Remittance/Acknowledgement ACC018

Funds Report Date: 04/14/2001
Reporting Date: 04/14/2001

Press 'Pay In Full' or Select a Line Item

Funds Category	Due Date	Amount Due	Amount to Remit
AUTOMATE	04/17/2001	5.00	0.00
ADDONCRBF		0.60	0.00
REFLECT		1.50	0.00
TRANSFER		1.25	0.00
Totals:		8.35	0.00

Note: Highlight a selection and Press Alt + P to Pay in Full or ENTER to enter an individual selection.

Figure 43 – Funds Remittance/Acknowledgement [ACC018]

Enter Detail Remittance ACC019

Category: TITLECOMP

Amount Due: 5.00

Remittance:

Figure 44 – Enter Detail Remittance [ACC019]

Note: An individual remittance was posted. Pressing Alt + E will return to the Funds Due Summary Screen.

Funds Remittance/Acknowledgement ACC018

Funds Report Date: 04/13/2001
Reporting Date: 04/13/2001

Press 'Pay In Full' or Select a Line Item

Funds Category	Due Date	Amount Due	Amount to Remit
TITLECOMP	04/17/2001	5.00	5.00
TITLEAPPL		3.00	0.00
Totals:		8.00	5.00

Figure 45 – Funds Remittance/Acknowledgement [ACC018]

- **To Make a "Partial Payment" Select a Line Item:**

1. On the Funds Remittance/Acknowledgement Screen, highlight the line item to be remitted.
2. Press "Enter" to continue to the Enter Detail Remittance Screen [ACC019]. *Refer to Figure 43*
3. After entering a remittance amount, press "Enter" to return to the Funds Remittance/Acknowledgement Screen, where the remitted total will be displayed. *Refer to Figure 45*
4. Select another line item to continue or press Alt + E to return to the Funds Due Summary Screen.
5. Press Alt + R to "Remit Funds."
6. At the Funds Payment Screen [ACC020], select your Method of Payment; EFT or Check.

Refer to Figure 46

- a) When EFT is the Method of Payment selected, the Account Description assigned by the County using the **NEW Payment Account Updates** event will appear in a Combo Box. The county may have multiple Account Descriptions designated as Title Fees, Registration Fees, or a description used by the user. *Refer to Figure 46*

Caution:

- When EFT is selected as the Method of Payment, Be Sure that the Account Description selected is correct for the account being used to pay the report(s).
 - Multiple reports may be paid in one transaction, but ONLY ONE account description may be used.
 - All acknowledgements will be drafted from the Account Description entered.
- b) When CHECK is the Method of Payment, the Check No. Field will be enabled and a check number must be entered. **Note:** The EFT Account Description Field will be disabled.

Figure 46 – Funds Payment [ACC020]

7. Press "Enter" to complete.
8. The user will receive the Remit Funds Confirmation Screen, press "Yes" to continue.
9. The Funds Remittance Verification Report [RTS.POS.2311] will appear on the screen. *Refer to Figure 47*
10. Press Alt + P to print the report and complete the transaction.

RTS: County Funds Remittance												
Customer	Miscellaneous	Reports	Local Options	Accounting								
<div style="display: flex; justify-content: space-between;"> <div> RTS.POS.2311 Trace Number: 1000005 Payment Total: \$5.00 Date: 04/28/2001 Method: EFT (Suffix: 1) Requested By: LPLENTL </div> <div> Funds Remittance Verification Report MCLENNAN (161) Transaction ID: 16128036999150744 </div> </div>												
	<table border="1"> <thead> <tr> <th>Funds Report Date</th> <th>Reporting Date</th> <th>Payment Amount</th> <th>Funds Category</th> </tr> </thead> <tbody> <tr> <td>04/13/2001</td> <td>04/13/2001</td> <td>\$5.00</td> <td>TITLECOMP</td> </tr> </tbody> </table>	Funds Report Date	Reporting Date	Payment Amount	Funds Category	04/13/2001	04/13/2001	\$5.00	TITLECOMP			
Funds Report Date	Reporting Date	Payment Amount	Funds Category									
04/13/2001	04/13/2001	\$5.00	TITLECOMP									
*** Please retain this report for your records. ***												

Figure 47 – Funds Remittance Verification Report [RTS.POS.2311]

Note: An **EFT county** should retain a copy of the Funds Remittance Verification Report [RTS.POS.2311] but mail nothing to VTR. A **Check Writing County** should mail a copy of the Funds Remittance Verification Report [RTS.POS.2311], along with their check, to the Finance Division. Notations appear as applicable at the bottom of the Funds Remittance Verification Report.

- **To "Pay in Full":**

1. On the Funds Remittance/Acknowledgement Screen [ACC018], press Alt + P to select "Pay in Full." Refer to Figure 43
2. The Funds Due Summary Screen [ACC017] will appear. Refer to Figure 42
3. To complete the funds remittance, refer to instruction's (6) through (10) under "To Make A Partial Payment."

R. Funds Inquiry [Accounting]

Reports can be queried using the Trace Number, Payment Date, Funds Report Date, or Check Number. Refer to Figure 48

Funds Key Selection		KEY021
Select key:		
<input checked="" type="radio"/> Trace No:	1000002	
<input type="radio"/> Payment Date:	/ /	
<input type="radio"/> Funds Report Date:	/ /	
<input type="radio"/> Check No:		
<input type="button" value="Enter"/> <input type="button" value="Cancel"/>		

Figure 48 – Funds Inquiry Selection screen [KEY021]

1. Each key selection will access different display screens:
 - a) **Trace Number** – will display only the Payment Detail [ACC022]. Refer to Figure 50
 - b) **Payment Date** – will display Payment Summary [ACC023] and Payment Detail [ACC022]. Refer to Figures 49 & 50
 - c) **Funds Report Date** – will display only Funds Details/Payments [ACC024]. Refer to Figure 51
 - d) **Check No.** – will display Payment Summary [ACC023] and Payment Detail [ACC022]. Refer to Figures 49 & 50
2. Payments display on the Payment Summary Screen [ACC023]. Display includes a Trace Number [outstanding payments due prior to new funds implementation will be assigned a unique trace number, 1-50,000], Payment Date, Payment Amount, Status, Received Date and Check Number. Payment status description as follows: Refer to Figure 49
 - a) **Remitted** – either an EFT or Check Remittance has been recorded; voids are permitted.
 - b) **Deposited** – indicates that an EFT payment request has been sent to the Comptroller's office. This occurs each day at approximately 6:00 p.m. (Voids are no longer permitted at this point.)
 - c) **Voided** – indicates that the payment has been cancelled and the payment amount has been backed out.

Payment Summary ACC023					
Trace No.	Payment Date	Payment Amount	Status	Received Date	Check No.
1000001	04/17/2001	40.00	DEPOSITED	04/18/2001	
1000002	04/17/2001	22.60	DEPOSITED	04/18/2001	
1000003	04/19/2001	320.00	REMITTED	/ /	0418
1000004	04/20/2001	638.94	DEPOSITED	04/23/2001	
1000005	04/20/2001	5.00	DEPOSITED	04/23/2001	
1000006	04/20/2001	3.00	REMITTED	/ /	
1000007	04/20/2001	5.00	DEPOSITED	04/23/2001	

Figure 49 – Payment Summary Screen [ACC023]

3. The Payment Detail Screen [ACC022] has been expanded to include additional information. The Trace Number, Account Suffix, Employee ID, Payment Type, and Report Status are now displayed. Refer to Figure 51
 - **Void** – The Void transaction pushbutton resides on the Payment Detail Screen. Select the paid report by highlighting the line and press Alt + V. Transactions may be voided until 6:00 p.m. on the day the remittance is submitted.

Payment Detail		ACC022	
Trace No: 1000007			
Payment Date: 04/20/2001	Payment Type: EFT		
Account Suffix: 1	Status: DEPOSITED		
Amount: 5.00	Check No:		
Employee Id: LPLENTL	Received Date: 04/23/2001		
Funds Report Date	Reporting Date	Amount Paid	Funds Category
04/14/2001	04/14/2001	5.00	AUTOMATE

Enter Cancel Help Void

Figure 50 – Payment Detail Screen [ACC022]

4. Funds Detail/Payments [ACC024] has a double display screen similar to the Funds Inquiry Screen in version 4.1.6. Refer to Figure 51

Funds Details/Payments		ACC024																		
Funds Report Date: 04/13/2001																				
Receiving Entity	Reporting Date	Funds Category	Due Date	Amount Due	Amount Paid															
COUNTY	04/13/2001	TITLEAPPL	04/17/2001	5.00																
TXDOT	04/13/2001	TITLEAPPL	04/17/2001	3.00	3.00															
TXDOT	04/13/2001	TITLECOMP	04/17/2001	5.00																
Payments <table border="1"> <thead> <tr> <th>Trace No</th> <th>Payment Date</th> <th>Payment Amount</th> <th>Status</th> <th>Rec'd Date</th> </tr> </thead> <tbody> <tr> <td>1000005</td> <td>04/20/2001</td> <td>5.00</td> <td>DEPOSITED</td> <td>04/23/2001</td> </tr> <tr> <td>1000006</td> <td>04/20/2001</td> <td>3.00</td> <td>REMITTED</td> <td>/ /</td> </tr> </tbody> </table>						Trace No	Payment Date	Payment Amount	Status	Rec'd Date	1000005	04/20/2001	5.00	DEPOSITED	04/23/2001	1000006	04/20/2001	3.00	REMITTED	/ /
Trace No	Payment Date	Payment Amount	Status	Rec'd Date																
1000005	04/20/2001	5.00	DEPOSITED	04/23/2001																
1000006	04/20/2001	3.00	REMITTED	/ /																

Enter Cancel Help

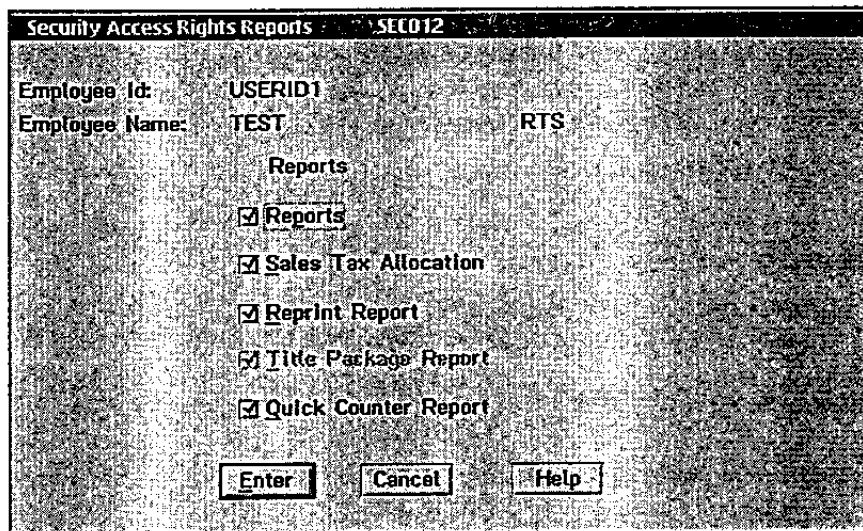
Figure 51– Funds Detail/Payments Screen [ACC024]

S. Quick Counter Event

A Quick Counter Report [RTS.POS.5251] is now available under the Reports menu item and will display Quick Counter transactions for workstation(s) for a particular day. It can be run at any time provided the user has access to Quick Counter Report. *Refer to Figure 55*

- **Security Access [Local Options]**

Each user must be assigned Security Access Rights to the Quick Counter Report. To set security access rights, go to Local Options; select Employee Security (the Employee Access Rights Screen [SEC012] will appear); choose Reports; check Quick Counter Report, press the Revise pushbutton and return to the Main Menu. The user must log off/on to complete the security update. *Refer to Figure 52*



Security Access Rights Reports [SEC012]

Employee Id: USERID1
Employee Name: TEST RTS

Reports

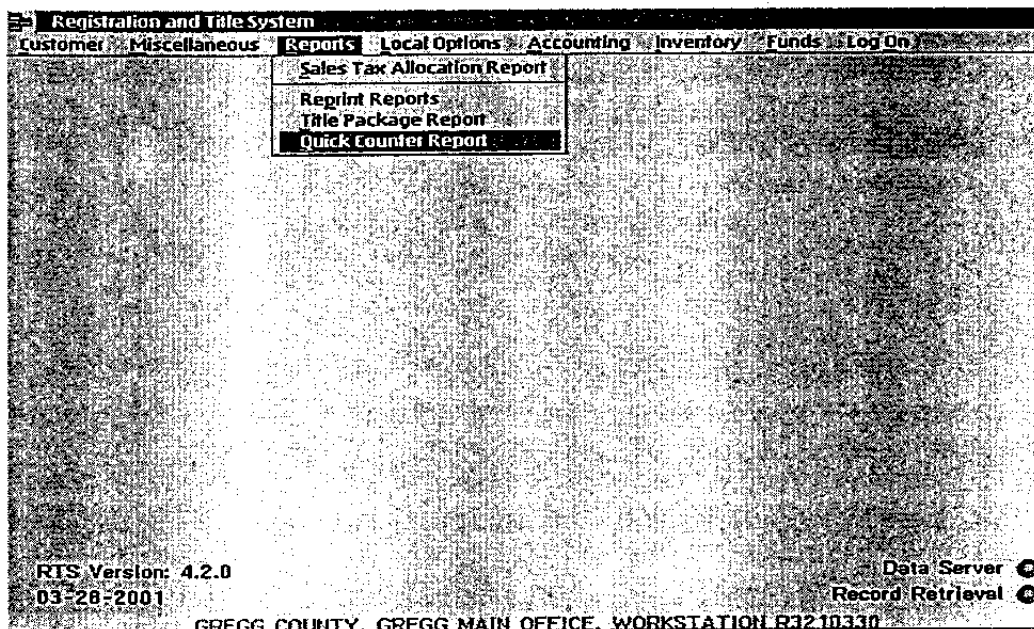
- ☒ Reports
- ☒ Sales Tax Allocation
- ☒ Reprint Report
- ☒ Title Package Report
- ☒ Quick Counter Report

Enter Cancel Help

Figure 52 – Security Access Rights Reports [SEC012]
(Clerk must have Access Rights to print the Quick County Report.)

- **Quick Counter Report [Report]**

Access to the Quick Counter Report is achieved by highlighting Reports on the Main Menu. Highlight Quick Counter Report continuing to Quick Counter Report Screen [REG040]. Enter the Report Date, select one or more workstations, and continue to the report screen to view and/or print. *Refer to Figures 53, 54 & 55*



Registration and Title System

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

Sales Tax Allocation Report
Reprint Reports
Title Package Report
Quick Counter Report

RTS Version: 4.2.0
03-28-2001

GREGG COUNTY, GREGG MAIN OFFICE, WORKSTATION R3210330

Data Server
Record Retrieval

Figure 53 – Access Quick Counter Report

RTS: Quick Counter Report

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

Quick Counter Report REG040

Report Date: 04/13/2001

☐ Select all Workstations

Workstation Number

0
100
200

Enter Cancel Help

RTS Version: 4.2
04-12-2001

Data Server
Record Retrieval

GREGG COUNTY, GREGG COUNTY MAIN OFFICE, DATA SERVER G52C0690

Figure 54 – Quick Counter Report [REG040]

RTS: Quick Counter Report

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Log On

RTS POS: 5251

QUICK COUNTER REPORT
GREGG
GREGG COUNTY MAIN OFFICE

WORKSTATION TYPE: SERVER
WORKSTATION ID: 100
REQUESTED BY: RTSUSER
TRANSACTION DATE: 04/13/2001

CUST SET	TRANS ID	VIN	NEW PLATE	STICKER	FEES	PYMT AMOUNT	PYMT TYPE	CHECK NUMBER	CHANGE/TYPE
1	09219036992 94019	1FTEX15N8B16184		5035AC	41.82				
1	09219036992 94047	1GCSC24K6RE141930		5036AC	62.70				
			CUSTOMER SET 1 FEES SUBTOTAL		103.72	110.00	CHECK		6.28 CASH
			PAYMENT SUBTOTAL			110.00			6.28
2	09219036992 94931	4S1CL11L2M4225404		5037AC	53.02				
			CUSTOMER SET 2 FEES SUBTOTAL		53.02	53.02	CHECK		
			PAYMENT SUBTOTAL			53.02			0.00

Print Enter Cancel Help Prev Page Next Page

Figure 55 – Quick Counter Report [RTS.POS.5251]

T. Close Out [Funds]

After each Close Out time and date stamp will be recorded including workstations that have not processed transactions since the last Close Out. Access Close out Statistics Screen [RTS.POS.5201] under Funds on the Main Menu to view and print verification of non-use. Refer to Figure 56

Note: If a Close Out Statistics file is to be maintained, copies must be printed daily. The date stamp will change each day.

RTS.POS.5201		CLOSE OUT STATISTICS MCLENNAN COUNTY - MAIN OFFICE REPORT REQUESTED BY: MREYES3 FROM: WORKSTATION				
		BEGINNING		ENDING		TRANSACTION(S) SINCE LAST CLOSE OUT
CASH DRAWER	DATE	TIME	DATE	TIME		
000	04/24/2001	15:53:50	04/25/2001	12:03:15		
100	04/24/2001	15:53:50	04/25/2001	15:33:11		Y
200	04/24/2001	15:53:50	04/25/2001	15:33:22		Y
. . . END OF REPORT . . .						

Figure 56 – Close Out Statistics [RTS.POS.5201]

III. Program Changes

A. Dealer Updates, Subcontractor Updates, and Employee Security [Local Options]

1. A Dealer, Subcontractor or Employee Record cannot be deleted if an Inventory Profile Record exists for that entity.
2. A Dealer, Subcontractor or Employee Record cannot be deleted if inventory is currently allocated to that entity.

B. Plate Age [Registration]

Calculation of the plate age for expired vehicles will be increased by the number of years of inactivity.

C. Credit Calculation Revision for Exchange Transactions

Registration credit calculations will no longer rely upon the base registration fee on the vehicle records. Historical data will be stored on the machine in order to calculate the correct fee, allowing for more accurate calculations.

D. I/M Flag [Emissions]

The I/M Flag for emissions will be cleared in the Renewal, Quick Counter and Subcontractor Renewal Events.

E. Title Package Report [Title/Registration]

A barcode will now appear on the Title Package Report for VTR Use Only.

F. Dealer Title (DTA) [Title/Registration]

1. Vendors have been notified that Dealer Title (DTA) Software should be upgraded to accommodate the addition of a Rebate Field to the Sales Tax Screen [TTL012] in version 4.2.0.
2. Diskettes will be compatible, whether or not a software upgrade is performed.
 - a) When a software vendor has upgraded a dealer's software, the rebate will show on titles processed through the DTA Event.
 - b) If the dealer is using older software, titles may still be processed but the rebate amount will not be shown on this screen or on the title application receipt.
 - c) It will be a county decision to enter the Rebate Fee when verifying transactions or return them to the dealer until the software is upgraded.
3. At this time, approximately 80% of the dealers using DTA have had a software upgrade.

G. Manual Fee Charts

1. At this time, the manual Fee Charts will not be revised to accommodate registration in excess of 15-months. A note will be displayed on Passenger Fee Chart cover sheets, when revised in the fall, referring to multi-year registration.
2. If the need should arise to use a manual Fee Chart, for registration in excess of 15-months, the user should use the following formula to obtain the applicable fee due.

Registration Formula:

- a) **Take** the "Annual Fee" (12-months at \$50.80);
- b) **Add (+)** the fee for the additional number of months needed (7-months at \$29.76);
- c) **Subtract (-)** Reflectorization fee (\$.30);
- d) **Equals (=)** the registration amount to be collected (\$80.26).

H. Enhancements

Refer to Attachment A

Version 4.2.0 Activity Changes

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION
ACCOUNTING:	Hot Check Redeemed	Previously: After completing a transaction using the Misc Fees Box [PMT002] on the Fees Due Screen [ACC004], the Misc Fees screen in the next transaction carried forward fees from the previous transaction.
		Change: Previously collected fees no longer remain in the Miscellaneous Fees box.
		Previously: Apportioned monies could not be redeemed via the automated system. Change: IRP Funds Interface will appear in the Hot Check Redeemed List Box only when an apportioned record is entered.
CUSTOMER: Registration Only	Renewal	Previously: A class change from apportioned to combination with weight decrease prompted collection for the incorrect number of months charged and expiration was not changed to March.
		Change: The system will change the fixed expiration month to March while collecting the correct number of months due.
		Previously: Voided inventory re-used a second time in a renewal transaction did not appear on the Transaction Reconciliation, Inventory Detail, or Inventory Summary Reports.
		Change: Voided inventory re-used twice will now display as "Issued" and/or "Void" on the Transaction Reconciliation, Inventory Detail, and Inventory Summary Reports.
		Previously: Error message [52], "The Vehicle Gross Weight Cannot be Modified for this Vehicle" was received when canceling off of the Change Vehicle Weight [REG010] Screen.
		Change: Error message [52] will no longer appear.
		Previously: After completing the Apprehended Fields on the Registration Additional Info [REG039] Screen, the apprehended data could not be deleted without canceling from the event.
		Change: Apprehended data can now be deleted or corrected without canceling from the event.
		Previously: When renewing an expired Disabled Veteran Plate (Fee) with a Valid Reason, the expiration month on the Special Plate Screen displayed an expiration month of 3 and charged incorrectly. Change: Expiration month and fee will be correct.
		Previously: When registering a Reg-Invalid Apportioned Truck and changing the class to Regular Truck, the carrying capacity could not be changed. Change: The carrying capacity can now be changed.

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION
Registration Only Continued	Renewal continued	<p>Previously: Out-of-scope (no-fee) registration current to 2002 received 2001 expiration when exchanged for Regular Plates. The system rejected the transaction and no update occurred.</p> <p>Change: An exchange involving out-of-scope (no-fee) plates (example: Purple Heart, Disabled Veteran, Apportioned), will produce error message [RTS20074] "The Exchange Process Cannot Be Performed." The system will return to the Main Menu. Current registration must first be canceled, through the Status Change event, by the user, allowing registration of the vehicle, and fee collection for a 12-month period beginning with the current month. <i>Refer to Release Notes – Cancel Registration</i></p> <p>Previously: When a record was marked Reg-Invalid the registration class assigned on the Class/Plate/Sticker Screen did not appear on Registration Screen [REG003].</p> <p>Change: The assigned registration class code description will display on the Registration Screen.</p> <p>Previously: When registering a Reg-Invalid Apportioned Truck and changing the class to Regular Truck, the carrying capacity could not be changed.</p> <p>Change: The carrying capacity can now be changed.</p> <p>Previously: The indicator list box did not completely display the text of lengthier remarks.</p> <p>Change: The font has been changed to ensure that the complete text of all remarks is displayed.</p>
		<p>Previously: When special plate registration (example: No Fee, Forestry, Texas Guard, etc) was exchanged for Personalized Plates, additional years of registration was assigned and fees charged were incorrect.</p> <p>Change: The system will no longer allow processing in the Exchange Event.</p>
		<p>Previously: When the user escaped and re-entered while replacing a State Official plate with a Regular Plate, the Plate Only Option was allowed.</p> <p>Change: The Exchange Event should always be used, when issuing State Official Plates.</p>
		<p>Previously: When an inventory item that had no expiration year (i.e., passenger, truck, etc) was entered but not allocated to a subcontractor, the Item Number Not Found Screen [INV014] appeared, displaying an expiration year.</p> <p>Change: The expiration year no longer displays on screen when inventory item codes, such as Passenger Plate or Truck Plate, are entered.</p>

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION
Registration Only Continued	Subcontractor Renewal continued	Previously: Intransit and Manufacturers Plate selection appeared in the Subcontractor Renewal [REG007] Combo Box.
		Change: Intransit and Manufacturers Plates will no longer display in the Subcontractor Renewal Event.
		Previously: When the data server went down in the middle of a subcontractor bundle, the bundle was deleted but the bundle appeared incomplete.
		Change: The Subcontractor Renewal Event will allow proper use of the system while in Data Server Down mode.
	Address Change/Print Renewal	Previously: 9 numeric digits could be entered in the Renewal Recipient Name Field.
		Change: When 9 numeric digits are entered in the Renewal Recipient Name Field, the VTR Authorization Code will appear.
		Previously: Address Change/Print Renewal Notice could not be performed as part of a "More Trans" transaction.
		Change: Address Change/Print Renewal Notice can now be performed as part of a "More Trans" transaction.
CUSTOMER: Title/ Registration	Title Application	Previously: When the system did not display a Vehicle Class Code, the Class/Plate/Sticker Screen appeared with a blank Vehicle Class Combo Box.
		Change: The Vehicle Class Combo Box will now default to PASS.
		Previously: If a plate was found in the Cancelled Plate and Archive Files, the system went directly to the Cancelled Plate File.
		Change: Now the user will see a new screen displaying both records. Their choice will be to use the Archive File Record or choose "Record Not Applicable" to proceed.
		Previously: When a currently registered vehicle having a plate age of 7 was transferred, a new plate was issued.
		Change: A new plate will no longer be issued.
		Previously: When a vehicle having an existing PLP was transferred to a new owner with PLP, the \$1.00 automate and \$.30 reflectorization fees were not collected.
		Change: Automate and reflectorization fees will now be collected.
		Previously: When changing from Antique Motorcycle to Regular Classification in the Title Event, the Inventory Item Screen [INV001] prompted for 2003 inventory.
		Change: The system will prompt for the appropriate inventory year.
		Previously: Changing registration from a <i>non-fixed expiration month/year</i> to a <i>fixed expiration month/year</i> during transfer of title did not result in assignment of the correct expiration month.
		Change: The correct expiration month and year will be assigned.

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION
Title/ Registration Continued	Title Application continued	<p>Previously: The system allowed entry of more than 7 digits on the Inventory-Item Number Input Screen [INV001] Number Field when plate type was PLP.</p> <p>Change: The user will be unable to enter more than 7 digits.</p>
		<p>Previously: When Corrected Title Type was processed surrendering a Certified Copy of Texas Title (CCO), a future date could be entered in the CCO Issue Date screen [TTL044].</p> <p>Change: The user will be unable to enter a future date on the CCO Issue Date screen.</p>
		<p>Previously: A record marked "Title Surrendered To:" prompted for a windshield sticker but did not specify a year on Inventory Input Screen [INV001].</p> <p>Change: The system will issue a new plate and collect registration fees for a 12-month period.</p>
		<p>Previously: When exchanging Vietnam Veteran Plates for Regular Truck Plates during the <i>registration window</i>, the system incorrectly charged a minimum registration fee.</p> <p>Change: Registration Credit Remaining will be used to cover the cost of the registration fee, making the transaction an even exchange.</p>
		<p>Previously: The "Registered By" remark was carried forward to the new owner's record.</p> <p>Change: The "Registered By" remark will no longer be carried forward.</p>
		<p>Previously: During transfer of a record having personalized license plates (PLP), when escaping from the Owner Entry Screen [TTL007] to the Title Record Screen [TTL003], the plate number was cleared from the screen.</p> <p>Change: The PLP number will remain on the Title Record screen.</p>
		<p>Previously: New Plates Desired was disabled for plate age 4.</p> <p>Change: New Plates Desired will be enabled for plate age 4.</p>
		<p>Previously: When changing registration class from Truck to Farm Truck, the Registration Credit Remaining amount shown on options 1 and 2 was based on the partial fee Farm Truck Fee Schedule.</p> <p>Change: Registration Credit Remaining will now be based on the, full fee Truck Fee Schedule.</p>
		<p>Previously: VIN Verification Waived appeared as a checkbox on the Title Additional Info Screen [TTL008].</p> <p>Change: The checkbox will now read VIN Certification Waived.</p>

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION
Title/ Registration Continued	Title Application continued	Previously: The "Mail Returned" remark appeared in the remarks combo box of all title events.
		Change: The "Mail Returned" remark will no longer appear in the Title Application, Dealer Title, COA and Salvage Events.
		Previously: When deleting the vehicle make after accessing Record Not Applicable, the system became stuck on clock indicating an entry error.
		Change: The system will no longer become stuck on clock after deleting the vehicle make.
		Previously: When accessing a Non-Titled Record the Corrected Title Option was enabled on the Title Types Screen [TTL002].
		Change: The Corrected Title Option will be disabled for Non-Titled Transactions.
		Previously: When a Renewal was attempted after completion of a Correct Title Rejection Transaction, the VTR Authorization Code Screen [CTL003] appeared.
		Change: When processing a More Trans Transaction the VTR Authorization Code Screen will no longer appear.
	Correct Title Rejection	Previously: Inventory was not issued for a Registration Purposes Only (RPO) Transaction involving class change from Apportioned to Combination.
		Change: Appropriate inventory will now be issued.
Original Title-- DTA Diskette		Previously: Tow Truck and Reflectorization Fees were charged when correcting the Lienholder date.
		Change: Tow Truck and Reflectorization Fees will no longer be charged.
		Previously: Correct Title Rejection could be performed on a Non-Titled Vehicle.
		Change: Correct Title Rejection can no longer be performed on a Non-Titled Vehicle Record.
		Previously: When registration was current and not within the renewal window, the New Sticker, New Expiration Month, and New Expiration Year Fields on the Dealer Title Transaction Screen [DTA008] should remain blank.
		Change: Inventory entered into the New Sticker, New Expiration Month and New Expiration Year will produce and display error message "New Registration Has Been Submitted But May Not Be Required For This Transaction."
		Previously: When the system was unable to retrieve records, DTA transactions could not be processed.
		Change: DTA will continue processing diskettes, when the system is unable to retrieve records.

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION
Title/ Registration continued	DTA continued	Previously: The Payment Type and Check Number were not printed on the Dealer Final Report.
		Change: The Payment Type and Check Number will be printed.
		Previously: When the Sales Tax Date on a diskette did not agree with the Dealer Transaction Date, if the user did not tab into the Sales Tax Date Field on the Sales Tax Screen [TTL012], date validation procedures did not occur.
		Change: Sales Tax Date and Dealer Transaction Date will now be validated.
		Previously: When a Title Rejection Remark appeared on a DTA record after rejecting the transaction, the user was unable to continue with the next transaction.
		Change: DTA will be able to continue with remaining transactions.
		Previously: Error message [659], "The New Plate Number Field on Dealer Title Transaction Screen Cannot be Blank for This Transaction," displayed following the Title Record Screen [TTL003].
		Change: The error message will now appear following the Title Types Choice Screen [REG008].
		Previously: When a new sticker was needed but not indicated, DTA issued only the plate.
		Change: When a sticker number is not indicated error message [577], "A Plate and/or sticker should be Issued for this transaction, but has not been supplied," will display.
		Previously: Error message [538] displayed " The New Reg Expiration <u>Year</u> is Required When Entering a New Plate or Sticker."
		Change: Error message [538] will now read " The New Reg Expiration <u>Month and Year</u> are Required When Entering a New Plate or Sticker."
	DTA Keyboard Transactions	Previously: When processing a DTA title for a vehicle displaying expired registration the Charge Registration Delinquent Penalty checkbox was enabled on Title Additional Info Screen [TTL008].
		Change: The checkbox labeled Charge Registration Delinquent Penalty will no longer be available.
	Status Change • Registration Refund	Previously: When a Dealer ID was entered but did not exist in the Dealer File, the previously entered Dealer ID was carried forward.
		Change: When entering DTA by keyboard, the correct Dealer ID will be carried forward.
		Previously: After entering a refund amount on the Registration Refund Screen [REG004] and pressing enter, the Pending Transaction Screen would appear.
		Change: The Pending Transaction Screen will not appear and the system will return to the Main Menu.

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION
Title/ Registration continued	Status Change • Cancel Registration	<p>Previously: When renewing registration <u>outside the scope of RTS</u> (example: Apportioned, No-Fee, Antique, etc.), the user was unable to proceed when registration appeared current in the system.</p> <p>Change: The user will now have access to the Status Change, Cancel Registration Screen [REG005]. Cancel Registration will be used to mark a record Reg-Invalid. Note: The user will not be allowed to mark regular registered vehicle records Reg-Invalid.</p>
CUSTOMER: Inquiry	Vehicle Information	<p>Previously: The Fees Paid Field on the Vehicle Inquiry Additional Info Screen [INV003] carried forward amount totals from each transaction processed on the record during a given registration period. This caused the registration receipt and the screen to disagree.</p> <p>Change: The Fees Paid Field will now display only the total of the annual Registration Fee, Automate Fee, Reflectorization Fee, and Child Safety Fee, where applicable.</p> <p>Previously: The Multiple Records Screen displayed records in random order.</p> <p>Change: The Multiple Records screen will now display the most current records first.</p>
FUNDS:	• Detail Reports	<p>Previously: The heading on Detail Reports was not legible because of Patch Code interference.</p> <p>Change: Detail report headings will be legible.</p> <p>Previously: Transaction fees from the Renewal, Subcontractor Renewal, and Quick Counter Events were not listed in consistent order on the Transaction Reconciliation Report.</p> <p>Change: The Transaction Reconciliation Report will now have transaction fees listed in consistent order.</p>
INVENTORY:	Receive Invoice	<p>Previously: When a "dummy" invoice was used to receive inventory at initial entry, the list box was empty and Modify and Delete pushbuttons were enabled.</p> <p>Change: Modify and Delete pushbuttons will now be disabled, when using a "dummy" invoice. After the first item is entered into the list box, Modify and Delete pushbutton will become enabled.</p> <p>Previously: When entering "S" or "Z" invoices, year dated inventory would only be deleted from the last position in the list box.</p> <p>Change: The entry of subsequent non-year dated inventory will no longer prompt an error message, regardless of position.</p> <p>Previously: An error message indicating that the range was intersected appeared when quantities were altered in other than the first row of the Receive Inventory list box.</p> <p>Change: Inventory quantities on all rows in the list box can now be successfully modified.</p>